

High School Teacher EMR Course Roadmap

1. Create the course at the beginning of the school year or semester (depending on the school)
2. At the beginning of the year/semester, have students create their accounts in the BEMS IMS licensing portal, labems.ldh.la.gov
 - a. [CLICK HERE](#) for a short video on how to complete the account registration.
3. Students should apply for their initial student license
 - a. Should be completed by Labor Day for classes starting in August
 - b. Should be completed by MLK Day for classes starting in January
4. Instructors approve affiliation requests for the students
5. Instructors add students to the course roster
 - a. Use the agency roster or the student's license number to add them to your training course
 - i. Should be completed by Labor Day for classes starting in August
 - ii. Should be completed by MLK Day for classes starting in January
 - b. If a student cannot be added, make sure they have completed their student license
6. Upon completion of the course, instructors mark the grades and attendance
7. Students who have successfully passed the course can [apply for their license](#).
 - a. High school seniors should apply following the Easter break
 - i. ****This allows our office to ensure seniors across the state can receive a license prior to graduation
 - b. All other students should begin applying no earlier than the second week of May
8. Please allow up to 7 business days for applications to be reviewed and processed
 - a. Statuses of applications can be viewed by the instructor in the agency's personnel roster (Manage Agency > View/ Edit Personnel Roster)
 - i. Click on any column header in the dark gray bar on the top to arrange licenses
 - b. Applications that have been returned for corrections will be sent the corrections requested in an email to the applicant
 - i. Applicants can also login to their account and select "view notifications" to see all emails sent by the IMS.
 - c. Applicants will be notified by email when their applications have been processed (Approved, Denied Canceled, etc.)
9. Licenses can be printed by the student from their BEMS IMS account or by utilizing the public search
 - a. Login to BEMS IMS > Select "View/ Print License Certification or Card"
 - i. Save the license as a PDF to email or print
 - b. Before logging into the account, select "CLICK HERE TO SEARCH LICENSES."
 - i. Enter first and last name or license number if known, then click "search."
 - ii. Click "print license"
 - iii. Save the license as a PDF to email or print
 1. [CLICK HERE](#) for a step-by-step guide